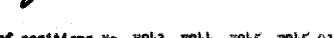
MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT:

Centralisation of Office of Research and Reports and Office of Corrent Intelligence Craphic Facilities

- In order to achieve the maximum productivity from the present DD/I graphic facilities, namely, the Graphics Branch, Cartegraphy Division, CRR and the Technical Branch, Presentations Iivision, CCI, it is proposed in Tab A to merge these two facilities into one arganization component within CCI making it the Graphics Branch, Presentations Division, CCI. This proposed merger has been agreed to by the AD/CI, AD/RR, and the DDI.
- 2. The proposed Graphies Branch, CCI will be responsible for providing graphic support in the form of visual side to the PE/I area, the MSC and the White House as well as providing graphic presentations and displays. It is of interest to note that an average of 65 hours per week are currently expended in scheduled briefings which generate priority graphics workload necessitating evertime work in order that production deadlines be met. It has been estimated that approximately 1000 hours of evertime were expended during the past twelve month period. It is felt that the mergar of the OHA and OCI graphic facilities and the creation of a two shift operation will at least belance if not negate the present evertime requirement with no increase in total personnel assigned and will provide for more efficient utilization of personnel and broader and increased graphic support in the DD/I area thre more effective control of production effort.
- J. The Assistant Director for Personnel concurs in the subject proposal with revisions to the staffing pattern proposed as estlined in Tab E and concurred in by the Office of the DD/L.
- be accomplished within present ceiling and fund allocation to the DD/I Area. (See Tab C)
 - 5. Approval of the following actions is recommended:
 - a. Deletion of position No. H380 from the CCI T/O.
 - b. Bissolution of the Craphics Branch, Cartography Division, CKR.

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- e. Deletion of positions No. P943, F944, F945, F945.01, 7946 and 7946.01 from the OFR T/G.
 - 4. Transfer of six ceiling slots from CER to CCI.
- e. Change title of the present "Technical Branch", GOI te the "Graphics Branch", CCI.
- f. Creation of six additional T/O positions in the Graphics Branch, CCI making a total of thirteen T/C positions as listed in Tab F.
- 6. It is further recommended that the appropriate DB/I, ORR and CCI directives be smended to reflect the changes in organization, mission and function resulting from this centralisation of graphic facilities to service the DD/I area.

CICNED

Chief, Hamagement Staff

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ATTACEMENTS:

Tab A - Proposal

Teb R - Concerrence of IAL/F

Teb C - Concurrence of Budget Div.

APPROVED:

Dates

Seputy Lirector (idministration)

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